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REQUEST FOR PROPOSALS (RFP)

Complete Streets Plan for the City of Huntington Park, CA

RFP Issued: Monday July 7, 2014

Proposals Due: Thursday, August 7, 2014, 5:00pm

INTRODUCTION:

The Local Government Commission (LGC), in partnership with the City of Huntington Park, is seeking a qualified transportation-planning consultant to help prepare a community-based Complete Streets Plan for the City that looks at improving safety and mobility for all users. This project is funded through a Caltrans Environmental Justice: Context Sensitive Planning Grant awarded to the City of Huntington Park. LGC is the grant sub-contractor and will be overseeing the implementation of this project in coordination with the City of Huntington Park. The California Center for Public Health Advocacy (CCPHA) will be the lead partner conducting outreach to the community.

It is essential that the consultant have relevant experience with development of traffic engineering designs that are practical yet progressive, and that provide safe movement for vehicles, bicyclists, and pedestrians. The firms considered by the City shall have experience in developing street improvements plans with streetscape amenities including features that implement complete streets strategies. The City desires to blend functionality and aesthetics in accommodating all travel modes including pedestrians, bicyclists, public transit, and motor vehicles.

Five hard copies and one PDF of the Proposal shall be submitted by 5 pm on Thursday, August 7, 2014 to:

Tony Leonard, Project Manager
Local Government Commission
1303 J Street, Suite 250
Sacramento, California 95814-2936
aleonard@lgc.org

All inquiries and responses to this RFP must be submitted in writing via e-mail to: Tony Leonard
- e-mail: aleonard@lgc.org

E-mail inquiries shall be clearly identified in the subject line as: "Complete Streets Plan RFP for Huntington Park"

All questions regarding this RFP must be received no later than 5 pm on August, 1, 2014, and all responses will be e-mailed to all prospective proposers on or before August 4, 2014.

Milestone	From	To
RFP for Consultant Services	July, 2014	August, 2014
RFP Selection	August, 2014	August, 2014
Data Collection	August, 2014	September, 2014
Advisory Groups	August, 2014	January, 2014
Pre-Charrette Training Workshops	September, 2014	October, 2014
Design Charrette	October, 2014	November, 2014
Draft Plan	December, 2014	April, 2015
Final Plan	April, 2015	July, 2015
Presentation of Plan	July, 2015	August, 2015

BACKGROUND:

The Project will engage residents from the City of Huntington Park, an urbanized and densely developed city with land use patterns established in the 1930s as part of the early metropolitan Los Angeles core. Its approximately 58,536 (2011) residents face social problems such as low academic achievement and high rates of obesity, poverty and crime. Just one in three Huntington Park residents are high school graduates, less than half the rate in Los Angeles County. A 2012 study found that 53% of Huntington Park children are obese, making it the community with the highest obesity rate in the State (38%) (California Center for Public Health Advocacy and UCLA Center for Health Policy Research, 2012). One in four Huntington Park families live below the poverty line, twice the national average and the median household income of \$36,788 (2007-2011) is almost \$20,000 less than the median for Los Angeles County.

Significant demographic changes have occurred in the City over the past 30 to 40 years, as the proportion of Spanish speaking residents has steadily increased. In 1970, approximately 36% of Huntington Park residents were Latino; in 1980, the Latino population rose to 81%. According to the 2010 Census, approximately 97% of Huntington Park residents are Latino.

The City's built environment is characterized by a grid street system with commercial strips along major arterials. There are three main corridors running east to west through the City: Slauson Avenue, Gage Avenue and Florence Avenue. Another corridor, the stretch of Pacific Boulevard in downtown Huntington Park and the adjacent streets has developed into a major

regional shopping destination for the Latino population of Southern California.

At present, all major street corridors in the City would be considered “incomplete.” That is they are designed primarily for travel by motor vehicles with little consideration for pedestrians, cyclists or transit. Sidewalks on most of the corridors are narrow and lack buffers from travel lanes. Slauson, Gage and Florence Avenues all have four travel lanes with a central turn lane. Pacific Boulevard is also four lanes but does accommodate angled parking and regular transit service. Intersections are large and often difficult to cross.

Bicycle facilities are lacking throughout the City. Although bicycle riding is common in Downtown Huntington Park, there are no dedicated bike lanes in the area. Bicycle racks are rare and cyclists must often find somewhere else to lock up their bicycle, which is not convenient.

The City Council passed a resolution for a Complete Streets Policy for the City of Huntington Park in April 2012, and a Bicycle Master Plan for the City was recently completed. This proposed project will support this policy and the Bicycle Master Plan, as well as address the issues mentioned above by obtaining public input through a community design charrette focused on roadway and streetscape improvements that residents would like to see within the City. The design team will work with stakeholders to develop recommendations that include changes to both the design and operation of roadways so as to accommodate users of all ages and abilities. The project will identify design features — including curb extensions, medians, bicycle lanes, sharrows, high visibility crosswalk markings, etc. that support pedestrians, bicyclists and transit users and encourage motorists to slow down. The plan will help prioritize projects by identifying locations — like schools — that generate a high volume of pedestrian and bicycle trips.

The recommendations provided in the final plan will be presented to the general public and the City Council, and the City will begin implementation through street maintenance projects. In the medium term, the City will seek funds to implement the more pressing issues addressed by the final report. The overall goal of this project is to ensure that the City develops a working document that can guide implementation of Complete Streets projects and programs in future years. Given the emphasis on improving safety for children in Huntington Park, this project will coordinate closely with schools and with the City's Safe Routes to School program.

DATA AVAILABLE FROM CITY OF HUNTINGTON PARK:

- City of Huntington Park General Plan (1991)
- Downtown Huntington Park Specific Plan (2008)
- City of Huntington Park Bicycle Master Plan (2014)
- Huntington Park Local Traffic Volumes (2007)

SERVICES TO BE PROVIDED:

The planning grant received from Caltrans stipulates a set of tasks and deliverables that are included in the grant agreement with the City. The following scope of services reflects the tasks

and products based on the grant application. Proposers may suggest enhancements to the scope that they feel will strengthen the project outcomes.

At a minimum, the consultant will be responsible for the following:

1. Project Planning and Coordination

a) **Collect Data on Existing Conditions.** Collect and organize available information on existing conditions for the project areas, including area photos, traffic volumes, crash data, regional transportation plans, state route planning and construction plans, aerial and base maps, General Plan and other policy documents, development standards and regulations, and other relevant studies. Collected data will include:

- Area photos
- Traffic volume and crash data
- General Plan and other policy documents, development standards and regulations, and other relevant studies.

Deliverable: Collected information; Photos.

b) **Prepare Base Maps.** Prepare large (3'x4') base maps for consultant team design and analysis work and for use at charrette design tables.

Deliverable: Aerial and plan view base maps

c) **Pre-Charrette Visit.** Conduct a one-day pre-charrette visit to coincide with the first Advisory Group meeting (see Task 2) to meet with the project partners and selected stakeholders, and tour and photograph some of the neighborhoods to assess existing conditions.

Deliverable: Attendance at Pre-Charrette Visit, field notes, and photos

2. Outreach and Publicity

Advisory Group Meeting #1. Attend a project Advisory Group meeting prior to the charrette. The Advisory Group will be composed of school, community and City representatives. LGC will work with the City and CCPHA to form the Advisory Group. The key items on the agenda will include: Scheduling and logistics for the 5- to 6-day design charrette, developing a list of key stakeholders to invite, identifying problem areas to study, and identifying strategies for engaging residents, in particular underrepresented residents.

Deliverable: Attendance at Advisory Group meeting.

Advisory Group Meeting #2. A second Advisory Group meeting will be held approximately one month before the community design charrette to assist with outreach.

Deliverable: Attendance at Advisory Group meeting.

An additional Advisory Group meeting shall take place before the final draft plan is submitted for review and approval by the City Council.

3. **Charrette Events**

Provide traffic engineering and transportation planning expertise at design charrette facilitated by the Local Government Commission.

Community Design Charrette. Conduct a 5- to 6-day design charrette. The draft schedule of activities for the charrette will include:

- Tour the City with staff.
- Hold 3-4 stakeholder group meetings (60-120 minutes each).
- Hold opening community workshop on a weekday evening with visioning and values exercises, facilitated by LGC. Assist with presentation on how other similar cities have implemented complete street changes.
- Community design workshop
- Project team members will spend several days on site in intense production developing recommendations and illustrative graphics
- Review of concepts with City staff
- Closing evening workshop presentation of draft recommendations to the community for feedback, comments and guidance

The consultant will coordinate with LGC at the charrette to provide transportation planning, traffic engineering, street design, and urban design/land use recommendations and prepare conceptual drawings (e.g., illustrative cross section and plan view diagrams, and base drawings for additional rendering) for inclusion in the closing presentations and eventually the final report.

Deliverables: Drawings and graphic files with conceptual design solutions (plan views, cross-sections, route maps, etc.), presentations, photos, notes. Drawings will be in a format that can be easily included in a digital presentation.

4. **Plan Development.**

a) **Plan Outline.** Prepare an outline of the Complete Streets Plan and a list of any additional questions, concerns or critical or controversial issues that might have emerged during or after the charrette. These documents will be circulated to selected stakeholders including City and Caltrans staff, and the Advisory Group for comment.

Deliverables: Plan outline and issues list for further discussion.

b) **Advisory Group Meeting #3.** After circulating the outline and list of pending issues, the consultant will meet with the Advisory Group and other key stakeholders to discuss

the outline, resolve any issues that might still be pending and review proposed concepts developed during and after the charrette.

Deliverables: Attendance and relevant meeting documentation.

c) **Administrative Draft Plan.** Within three to four months after the charrette, the consultant will prepare and circulate an administrative draft plan for review by the City and Caltrans staff and members of the advisory group. The plan will include recommendations to make streets in Huntington Park more complete; that is roadways that better accommodate all users including pedestrians, bicyclists, transit and motor vehicles. The plan will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, enhanced streetscapes, and community entry features and focal points. The report will also contain a record of the charrette process, proposed timing and prioritization for implementation of the recommendations, and potential funding sources. Experience with developing cost estimates is a plus.

Deliverables: Administrative Draft of Plan.

d) **Draft Plan Comments.** LGC will circulate the draft plan to City staff, Caltrans staff and the Advisory Group for feedback. City staff will collect and review all comments and provide a comprehensive set of consistent comments to the Consultant Team and LGC.

e) **Final Plan.** The consultant team will make one round of revisions and finalize the plan.

Deliverables: Final Plan in PDF and web-ready files for public access.

f) **Present Plan to Policymakers.** Consultant will travel to Huntington Park to present the report at a City Council meeting to consider for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

Deliverables: Presentations and other relevant meeting documentation.

The project budget shall not exceed \$116,900. The project time frame is July 2014 through August 2015.

PROJECT PARTNERS:

City of Huntington Park Community Development Department is the grant recipient and will review grant products, and perform grant administration functions as required. The City will identify staff to participate in all aspects of the project and provide in-kind support. Specific City tasks include:

- With partners, organize the Advisory Group to reflect community demographics and perspectives;
- Coordinate all aspects of project planning with the LGC;
- Support data collection and analysis by providing City data;
- Participate in community meetings and charrette events;
- Review and provide feedback on plans and documents; and
- Provide reports and invoices to Caltrans.

Local Government Commission (LGC) is a 501(c)3 non-profit membership organization that has been assisting California local governments for over 30 years. The LGC assists localities in creating more economically vibrant, environmentally sustainable, and civically involved communities. The LGC has extensive experience managing these types of community-driven design projects funded by Caltrans grants throughout California since 2001. LGC staff has experience in public engagement in planning processes, land use and transportation planning and design, Safe Routes to School and in facilitating planning projects in English and Spanish. LGC will be responsible for contracting with the transportation planning/engineering consultant, assembling the advisory group, managing the outreach process, facilitating mini-charrette events, managing the design mini-charrette process, and overseeing development of the plan. LGC will:

- Hire and direct project consultants;
- Coordinate aspects of project planning with the City;
- Provide Spanish translation throughout the project;
- Provide community visioning, education and training presentations;
- Facilitate community workshops, focus group meetings, walk audit and other activities;
- Assist in the development of design recommendations based on community input and the needs of the residents;
- Identify implementation activities and solutions to barriers identified;
- Provide a record of the public process and community input;
- Meet with City staff regarding implementation strategies.
- Review the plan outline, draft plan and final plan; and
- Assist with presentations to policymakers.

California Center for Public Health Advocacy (CCPHA) is a nonprofit 501(c) 3 organization that has been working in Baldwin Park since 1999 on creating a healthier community. CCPHA has been the lead organization for multiple regional initiatives, including, Healthy Kids Healthy Communities (HKHC), First 5 LA, RENEW, and the Healthy Eating Active Communities (HEAC) project. CCPHA convenes, People on the Move, a community-based collaborative that includes over 20 organization partners, committed to improving the health of residents and children in Baldwin Park through changes in food access and the built-environment. CCPHA is responsible for the implementation of all grassroots community organizing and leadership development toward changes to the built environment in Baldwin Park. CCPHA will lead all community participation aspects of the grant including ensuring a well-established resident advisory group

in Baldwin Park to expand communication with the City on all environmental justice and transportation issues affecting health and quality of life. The city currently sustains a strong partnership with the People on the Move collaborative initiatives in Baldwin Park. CCPHA and People on the Move partners will support the city in all community engagement strategies, including:

- Participate in planning and coordination activities, including the Advisory Group;
- Conduct outreach efforts;
- Provide Spanish translation throughout the project;
- Coordinate logistics for charrette workshops, focus groups, walk audits and meetings;
- Meet with City staff regarding implementation strategies; and
- Review and comment on plans and documents.

SUBMITTAL INSTRUCTIONS:

Proposals must include:

1. Cover Letter (no more than two pages) that provides the name, address, phone and e-mail addresses of the consultant, the primary contact name and any subconsultants. An authorized principal of the consulting firm should sign the letter.
2. A summary of the firm's qualifications and experience to successfully perform the project tasks, including key personnel and support staff to be assigned to the project and their core responsibilities.
3. Elaboration on the Scope of Services outlined above with additional detail on the approach that will be used to handle the project. Respondents are invited to submit variations and additional elements to the work scope that they feel will enhance project outcomes.
4. Provide a breakdown of costs by task and by all assigned staff for the project (including subcontractors) that includes hourly billable rates and provisions for reimbursable expenses. Please note that the funding agency does not reimburse for travel expenses within 50 miles of the consultant's headquarters or closest branch office.
5. Up to three relevant reference projects completed in the last five years, including description of services, key personnel involved, core project outcomes, client name and a reference with current contact information.

SELECTION PROCEDURE AND CRITERIA:

The Local Government Commission, the City of Huntington Park, and other members of an RFP Selection Committee, will review each response to the RFP and may meet with some or all of

the respondents. We may request a firm to clarify, supplement or modify some of the information submitted.

We will evaluate submittals according to the following criteria:

1. Completeness of the proposal and responsiveness to the RFP.
2. Demonstrated professional skills and credentials of the firm and staff to be assigned to the project, especially with respect to pedestrian- and bicycle-friendly design, and complete streets concepts.
3. Evidence that the respondent understands all aspects of the project, including coordination and communication with different entities involved.
4. Experience and capacity to work collaboratively with a multi-disciplinary team in a highly participatory design charrette process.
5. A clearly defined approach to performing the scope of work.
6. Relevant experience.

SUBMISSION:

All submissions must be completed in 12 point font, 8.5" x 11" paper, with 1" margins and should be no more than six pages, not including the cover letter, cost estimate, relevant experience and references. No binders, folders, or coil binding.

Five hard copies and one digital copy (PDF) of the complete proposal must be submitted by Thursday, August 7, 2014 at 5:00 pm. Submit the digital copy (PDF) of the response to aleonard@lgc.org with the subject line: Complete Streets Plan RFP for Huntington Park. Proposals are to be sent to the following address:

Tony Leonard, Project Manager
Local Government Commission
1303 J Street, Suite 250
Sacramento, California 95814-2936
Phone: 916-448-1198 x315
Fax: 916-448-8246
aleonard@lgc.org

Please direct questions regarding the proposal to Tony Leonard.

Consultant selection is anticipated the week of August 18, 2014. If necessary, consultant interviews for RFP selection would be held on August 21, 2014.

Los Angeles County

